

Lebanon Board of Finance

Minutes of July 16, 2013

Regular Meeting

Members present: Liz Charron, Chairman, Gregg Lafontaine, Betsy Petrie, Chuck Haralson

Alternates present: Diane Malozzi

Members and alternate absent: Glen Coutu, David Scata, Edward Tytor

Also present

Board of Education members: Sandra Tremblay, Secretary, James Mello, Member

Janet Tyler Superintendent of Schools.

Veronica Calvert, Finance Director.

Member of the Press

Item A. Call to Order

The meeting was called to order at 7:00 p.m. by L. Charron. Diane Malozzi will sit for David Scatta.

Item B. Minutes of previous Meetings

Betsy Petrie made a motion to accept the minutes of Special Meeting June 18, 2013. Seconded by Gregg Lafontaine. Motion passed unanimously.

Gregg Lafontaine made a motion to accept the minutes of Regular Meeting June 18, 2013. Seconded by Betsy Petrie. Motion passed unanimously.

Betsy Petrie made a motion to accept the minutes of Special Meeting June 25, 2013. Seconded by Gregg Lafontaine. Motion passed unanimously.

Betsy Petrie made a motion to accept the minutes of Special Meeting July 9, 2013. Seconded by Gregg Lafontaine. Motion passed unanimously.

Item C. Correspondence

Liz Charron noted a letter had been received from Pay Chex regarding Unemployment Compensation account will have an additional invoice due to the state assessing cost of interest they incur from the borrowing they have done to make this fund solvent. A bill will be sent on August 1st due by September 3rd. Also received letter from Board of Education dated June 28, 2013 regarding contract negotiations. This letter will be discussed further on agenda.

Item D. Public Comments

None

Item E. BOE Quarterly Expenditures, Town Quarterly Expenditures, Revenue, TIP/SIP, Contingency Balance and Fund Balance.

1. Review 2012-13 fiscal year reports as of this point.

Veronica Calvert distributed the monthly Expenditure Report as of June 30, 2013. These are not final numbers for FY 2013. Veronica has sent a notice to all departments, boards and commissions that invoices have to be in by July 30th. The Burning Official account was over due to increase in permits. Other line items are on track.

2. Consider and Act on over expenditure for Department 446, Windham Hospital Paramedics Program

Two paramedic bills haven't been paid. Discussion of what was budgeted vs. bills received. The amount is volume driven. The amount budgeted was an estimate. Discussion of present funding practice for this line item. Veronica has called about this invoice. Betsy Petrie made a motion to over expend account #446 in the amount of \$5,994.00, funds to come from Contingency Fund. Seconded by Chuck Haralson. Motion passed unanimously.

Revenue in good shape at this point. Tuition was higher than budgeted.

TIP and SIP - Bids are coming in for oil tank at Fire Safety Complex. BOE reported that work is proceeding this summer on projects.

Superintendent Tyler distributed Monthly Budget Status Report as of June 30, 2013. These are preliminary numbers. There will be better numbers next month. Will clarify Excess Cost Reimbursement next month. Veronica acknowledged the assistance she has received from Eve Spencer in reconciling salaries and accounts. Some accounts have different titles in comparison to Town accounts. The auditor will be working with Veronica and Eve on the trial balance and certified and non-certified salaries. Group Health accrual was discussed. Veronica will discuss with auditor. Betsy Petrie commented that were the layoffs in September 2012 really necessary especially based on the surplus that is being projected, and were the budget meetings really worth it and how it created animosity between the two Boards. How is the BOE projecting the budget this year. Superintendent Tyler noted that teacher positions were reallocated this year; the type of health insurance needed by employees fluctuates.

Contingency balance was discussed. Reports may have to be rebalanced. Veronica reflect actions taken by the BOF in the Adjustments column in the next report.

Item F Sub committees

1. Policies and Procedures Subcommittee – Consider and act on drafts for the following BOF Policies & Procedures:

- a) Capital/TIP/SIP Flow Chart – Releasing funds for projects was discussed. Liz Charron has discussed some language of the policies with Town Attorney Ed O'Connell. The draft policies will be sent to him for any comments. TIP/SIP approval levels are the same. Sandra Tremblay discussed the timing of RFP's and the procedure for those. BOE can get verbal quotes for projects. BOF can do special meetings with the BOE.
- b) Capital Fund – Discussion of release of funds for capital projects being done by BOF vs. going to a referendum or Town Meeting. This language will also be discussed with Ed O'Connell.
- c) TIP/SIP. This draft policy was discussed. Funding limits were discussed. The intent is to work from SIP list. The BOS noted some objections to the language of appeals process in this procedure. Will look at wording at meeting on Tuesday. History of TIP report was explained.
- d) Lease/Purchase. Sharing of responsibility through boards and committees discussed. Veronica has had to do research for lease purchases. Suggestion by Diane Malozzi to create a form for lease purchase requests. Wording in policy will be worked on. No action taken on Item F1.

2. Capital Subcommittee Update

Have not met.

G. Executive Session – enter executive session with representatives from the BOE to discuss pending litigation Leichter V. BOE and pending litigation Walsh V. BOE.

Chuck Haralson made a motion to enter into Executive Session to discuss pending litigation Leichter V. BOE and pending litigation Walsh V. BOE with Superintendent Janet Tyler, BOE Secretary Sandra Tremblay, James Mello and members of the Board of Finance at 8:19 p.m. Seconded by Gregg Lafontaine. Motion passed unanimously. Executive Session ended at 8:24 p.m.

H. New Business

1. Consider and Act on selecting a representative from the BOF to observe the BOE contract negotiations.

Chuck Haralson related his experience when he was the representative. Negotiations begin July 31. There will be as many sessions as necessary. Names of representatives will be needed by July 31st. Gregg Lafontaine offered to share this responsibility with Chuck Haralson. As not all members of the BOF were present, it was discussed that others could also share this responsibility.

2. Consider and act on request from the Chairman of the BOE for the BOF to set aside 1% of the current fiscal year BOE budget in a capital subaccount to install wireless at all three schools in preparation of upcoming state testing requirements.

Liz Charron noted that this had been discussed with Town Attorney. The BOF does have authority to do this for a specific purpose. There is an estimate for this project for \$150,000.00 The BOE could establish a fund for up to 1% of the overall BOE budget for this project or the BOF could ask that this be taken to Town meeting with funds to come from fund balance. The BOF suggested that the BOE get a new quote to reflect work being done after school starts and to bring that back to next BOF meeting. Further discussion of this item will be put on agenda for next Tuesday meeting.

I. Other

There will be a request of BOF members for feedback on budget process. This will be discussed at August meeting. Other boards and committees will be asked for feedback on schedule time line.

J. Adjourn.

Gregg Lafontaine made a motion to adjourn the meeting. Motion was seconded by Chuck Haralson. Meeting adjourned at 8:50 p.m.

Respectfully Submitted,

Kathleen E. Chapman

Board of Finance Clerk